

DD/M&S 73-1669

SECRET

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Planning, Programming
and Budgeting
~~Director of Security~~
Director of Training

SUBJECT : Reorganization of O-DD/M&S Staff

1. As you have heard me say before, I do not believe in large front office staffs. Consequently, I have reorganized the O-DD/M&S staff and tentatively approved plans for the dissolution and eventual reassignment of the functions of the Support Services Staff. The present authorized strength of these two staffs is [REDACTED]. With the completion of the reorganization, I will have transferred [REDACTED] positions to other components and abolished [REDACTED] positions.

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2. Among the actions I have taken to reduce ceiling are the following:

a. Identified three positions to be abolished from the defunct Support Operations Staff and the staff of the SSA.

b. Reduced the front office clerical staff from four to three -- to be effective following renovation of our office space.

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[REDACTED]

d. Reduced the training and development complement from eight to five. Hereafter, M&S personnel assigned to training will be carried by the M&S Office of last employment. The five slots will be used only for Support Officers in process of reassignment from other Directorates.

e. Eliminate four positions from the SSS
when it is disbanded on 30 June 1973.

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3. To improve office efficiency, I have directed that most of the staff elements on my immediate staff report to me through the Executive Officer, rather than directly or through the ADD/M&S. I expect this change to decrease the volume of paper crossing Bob Wattles and my desks. This should free us to deal more thoroughly with important substantive issues. This means that the Executive Officer, acting in my behalf, will be signing off on routine matters. If you have other suggestions for improving our response to your components and other parts of the Agency, please let me know what they are.

4. I urge each of you to examine carefully your own front office staffs and operating elements to identify activities that can be eliminated, consolidated or otherwise re-organized to effect ceiling reductions. I will be very interested in your results.

[REDACTED]

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HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

SIPS jobs occupied by SF Personnel as of 30 June 1973:

0011.1	Systems Analyst-Ch	GS-14	[REDACTED]	GS-15 PRA
0014.*	Systems Analyst	GS-11	[REDACTED]	GS-11
0014.*	Systems Analyst	GS-11	[REDACTED]	GS-11

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